

## ROLE: YARD AND PONY CARE TASKS

### **JOB DESCRIPTION**

We are looking for a knowledgeable, confident individual with experience of working in an equine/ yard role. The successful candidate will be comfortable managing the workload of a busy yard with up to 12 ponies stabled and further yard kept during the winter months.

PLACE OF WORK: The Exmoor Pony Centre and related sites

SALARY: Competitive, based on experience

HOURS OF WORK: Fortnightly rota: WK1 3 mornings 8.30-12.30 mon-fri and full day Saturday / WK2: 3 or 4 mornings 8.30-12.30 mon-fri ( WK1: 19.5hrs/ WK2 16hrs) Days to be set in discussion with successful candidate- flexibility available, RELIABILITY essential.

REPORTS TO: General Manager

### **MAIN PURPOSE OF THE JOB:**

To ensure a clean, and tidy yard both in our stableyard and in our visitor centre area. To work in a team to ensure ponies are in the correct locations throughout our yards, stables, fields and paddocks.

To deliver care and husbandry tasks to Exmoor ponies in the care of the Moorland Mousie Trust and facilitate the smooth running of the Exmoor Pony Centre and Moorland Mousie Trust riding and stable activities.

### **DUTIES & RESPONSIBILITIES:**

- 1) Manage the yard and stable areas, keeping them clean and presentable for visitors including awareness of bio-security measures and other appropriate policies.
- 2) Handling Exmoor ponies of all ages, to include veterans, youngstock and the ridden team.
- 3) Checking ponies offsite at various locations around Exmoor
- 4) Maintaining accurate health and welfare records of ponies
- 5) Co-ordinating and supervising volunteer tasks
- 6) To take responsibility for veterinary and welfare scenarios as and when they arise
- 7) Working in a team to ensure preparation and smooth running of holiday activities and special events.
- 8) Assisting with management of the overall welfare of all ponies belonging to the Moorland Mousie Trust charity whether on site at the Exmoor Pony Centre or not.
- 9) Assisting with customer/visitor relations and where necessary, assisting in the retail shop
- 10) Understand and promote the charitable aims of The Moorland Mousie Trust.
- 11) To carry out duties other than listed when needed.

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*

Successful applicants will be required to have up to date First Aid, Safeguarding training and DBS check, undertaken by the employer, Moorland Mousie Trust.

- Successful applicants will be required to provide two references.
- Full clean manual driving licence essential as will be required to drive company vehicles.

We are a committed employer, looking to develop and offer training for reliable and enthusiastic members of our team. This may include, equine first aid, human first aid, safeguarding training, manual handling and health & safety.

## JOB SPECIFICATION

CANDIDATE REQUIREMENT	Essential/Desirable	EVIDENCE
<b>Knowledge:</b>		
• Knowledge of safe working practices	Essential	Application/Interview
• Knowledge of equine behaviour & handling	Essential	Application/Interview
• Knowledge of Exmoor and countryside	Desirable	Application/Interview
<b>Skills and Abilities:</b>		
• Confident and competent practical skills	Essential	Application/Interview
• Competent riding ability	Essential for riding role only	Application/Practical
• Customer care skills	Essential	Application/Interview
• Communication skills – written and verbal	Essential	Application/Interview
• Driving License	Essential	Application/Interview
• Towing License/Experience of Towing	Desirable	Application/Interview
<b>Experience:</b>		
• Experience of working within a busy tourism based destination	Desirable	Application/Interview
• Experience of working with volunteers	Desirable	Application/Interview
• Experience of working within a public-user environment	Desirable	Application/Interview
• Experience of handling cash and operating cash register and card payment machine	Desirable	Application/Interview
<b>Personal Qualities:</b>		
• Ability to work in all weathers in a physically demanding role	Essential	Application/Interview
• Ability to work as part of a team	Essential	Application/Interview
• Ability to work without supervision	Essential	Application/Interview
• An interest in equine related and countryside (particularly Exmoor) issues	Essential	Application/Interview
• Good communication and organisation skills	Essential	Application/Interview
• High standard of personal presentation	Essential	Application/Interview